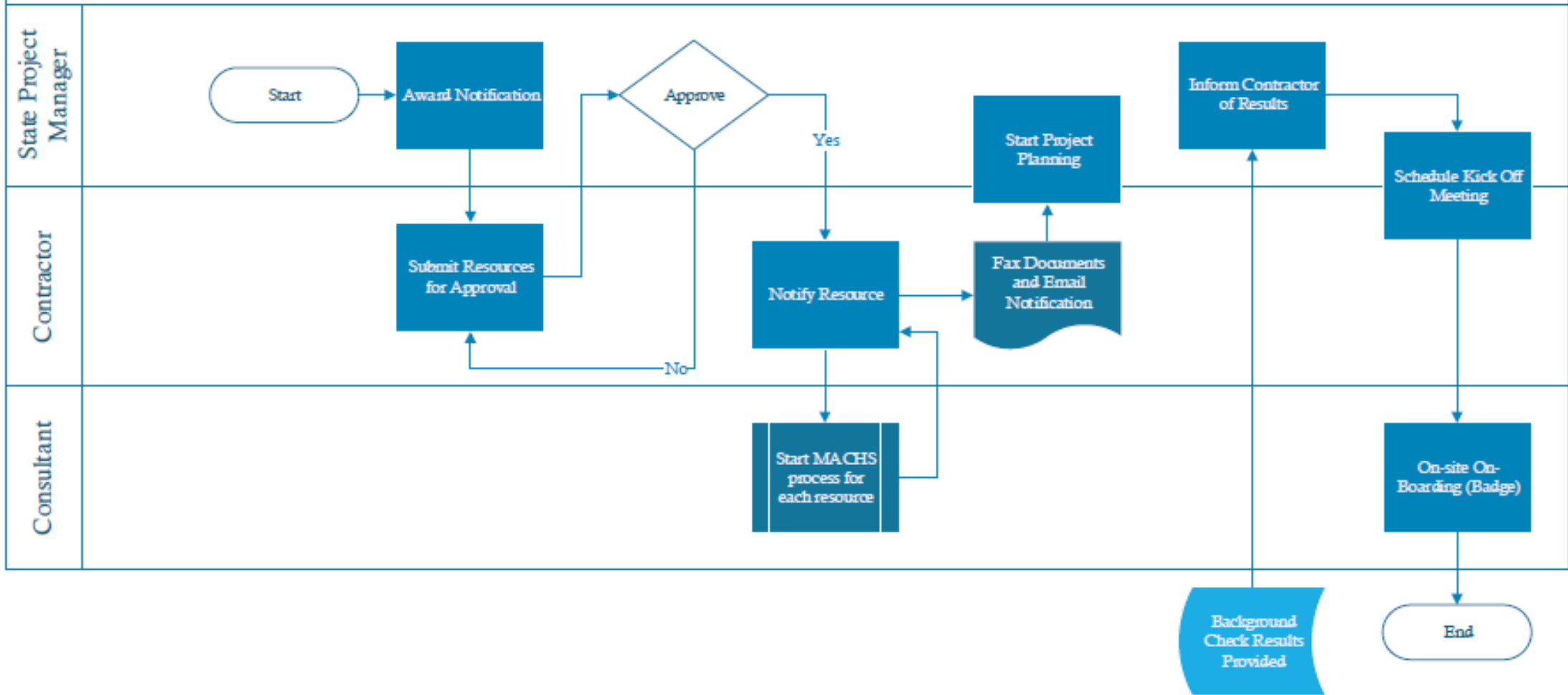




IT Consulting Fingerprint Process

October 15, 2018
Updated 4/9/2020

IT Consulting Background Check



Fingerprint Background Screening - Important Links

- Missouri Automated Criminal History System (MACHS)
- <https://www.machs.mo.gov/MACHSFP/home.html>
- In State: Candidate performs fingerprint process in Missouri at approved station or Missouri State Highway Patrol (MSHP).
- Out of State: Candidate performs fingerprint process at local law enforcement with card and overnights fingerprints to fingerprint vendor.
- *Note: There may be an added expense for fingerprinting when completed outside the Missouri network*
- Missouri Service Location Listing
 - <https://www.identogo.com/locations/missouri>
- Vendor Escrow Account Setup - No Charge Authorization Codes (NCAC)
 - https://www.identogo.com/uploads/general/MO_NCAC_Account_Application.pdf
 - Instructions to setup accounts that allow contractor staff to charge the cost of services
 - *Note: Contractor staff can pay at the time of service.*

Missouri Automated Criminal History System (MACHS)

SHP-984C 04/13



Missouri State Highway Patrol Applicant Fingerprint Services of Missouri

[Reset Form](#)

[Print Form](#)

Applicant Fingerprint Form for State and FBI Criminal History Background Checks

Section One: Agency Information

AGENCY 4-DIGIT MACHS REGISTRATION NUMBER:

Agency Name:

Agency ORI: Agency OCA:

ITSD Required Documentation – Required Forms

The following forms should be completed by the individual contractors after the fingerprint screening request is completed:

- 1. Resource must complete the ID Badge form:
<https://oa.mo.gov/sites/default/files/IDApplication.pdf>
 - Required Fields: Name, Date of Birth, Driver's License Number and issuing state, SSN
- 2. Resource must sign Contracted Staff Agreement Form

ITSD Required Documentation – Secure Fax

- 3. Fax the following information to the ITSD secure fax line at:
(573) 526-2939
 - PAQ Title
 - Contractor Name, Agency and Location
 - Screenshot of completed fingerprint check from MACHS (optional)
 - TCN Number
 - Contracted Staff Agreement Form
 - ID Badge Form
 - Front and back of driver's license

ITSD Required Documentation – Email Confirmation

- 4. Email ITSDContractor@oa.mo.gov with the following information:
 - PAQ Title
 - Contractor Name, Agency and Location
 - Screenshot of completed fingerprint check from MACHS (optional)
 - TCN Number
-

Important Note:

- Do not attach confidential information in the email, state the following information will be provided in the secure fax:
 - Contracted Staff Agreement Form
 - ID Badge Form
 - Front and back of driver's license